



# Vendor Information Session and BidSync Training

March 20, 2015

# Agenda

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- Welcome
- Overview of Major Changes
- Benefits for You and the City of Detroit
- BidSync Walkthrough
- Questions & Answers
- Thank You

# Welcome

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- Boysie Jackson, Chief Procurement Officer

# Overview of Major Changes



# Benefits for You and the City of Detroit

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## Faster

You will be able to receive notifications and other purchasing information faster

## More effective

You can be confident that you have the most up to date information, including details specific to you and to each bid

## More User Friendly

The new tools will be easier for you to use in doing business with the City of Detroit



# BidSync Walkthrough

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- Vendor Registration
- Vendor Navigation
- Placing an Offer
- Vendor Notification Post Submission

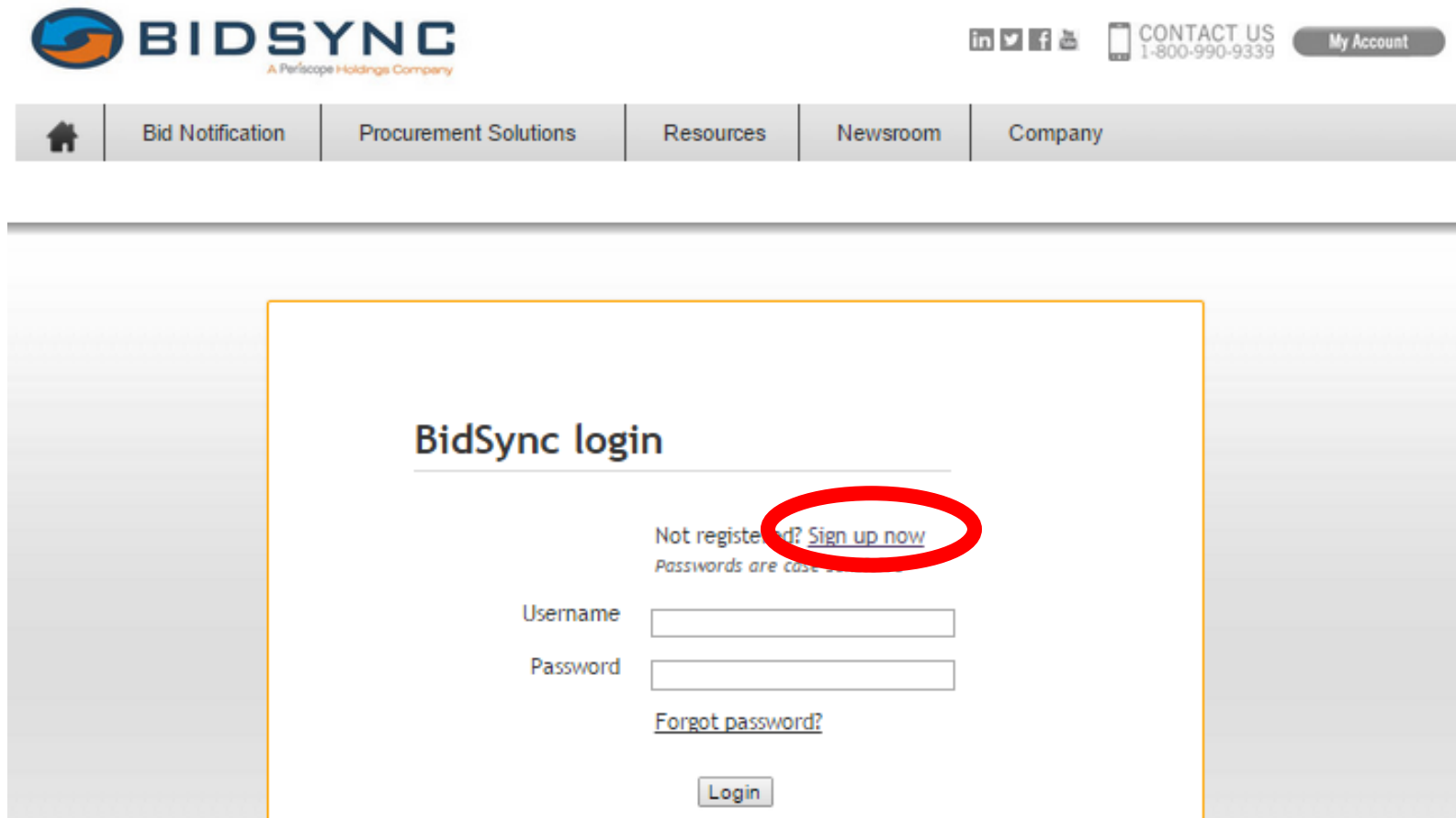
# Vendor Registration

1. Go to [www.bidsync.com](http://www.bidsync.com) . Click on the My Account icon. Log in page will appear.

The screenshot shows the BidSync website homepage. At the top left is the BidSync logo with the tagline 'A Periscope Holdings Company'. To the right of the logo is a navigation bar with a home icon, 'Bid Notifications', 'Procurement Solutions', 'Resources', 'Newsroom', and 'Company'. Further right is a 'My Account' button, which is circled in red, followed by a 'CONTACT US' link with the phone number '1-800-990-9339' and social media icons for LinkedIn, Twitter, Facebook, and YouTube. Below the navigation bar are two main promotional boxes. The left box, titled 'Bid Notifications', has an orange background and features a man looking through binoculars. It lists 'Daily updates', 'Largest active government RFP database', and 'Live customer support', with a 'Get Started' button. The right box, titled 'eProcurement Solutions', has a blue background and features a man and a woman working at a table. It lists 'Sourcing (RFP, RFQ, RFI, etc.)', 'Contract Lifecycle Management', and 'Procure-to-Pay', with a 'Learn More' button. At the bottom, a text block states: 'BidSync is the industry leader in developing cloud-based, end-to-end procurement and bid notification solutions for the public sector.'

# Vendor Registration

2. Click on “Sign up now.” Sign up page will appear.



The screenshot shows the BidSync website header with the logo, navigation menu, and contact information. The main content area displays the 'BidSync login' form. The 'Sign up now' link is circled in red.

**BIDSYNC**  
A Periscope Holdings Company

CONTACT US  
1-800-990-9339

My Account

Home Bid Notification Procurement Solutions Resources Newsroom Company

### BidSync login

Not registered? [Sign up now](#)

Passwords are case sensitive

Username

Password

[Forgot password?](#)

Login



# Vendor Registration

3. Fill out all Main Contact and Company Info fields. Click “Next Step.” Keywords page will appear.

Select Plan

**Your Information**

Keywords

Classification Codes

Complete

In order for us to send you government bids, please provide the following information.

### 1. Main Contact

First Name

Last Name

Phone Number

Area

Format: ###-####

Select Job Title

Please Select ▼

Email

Email Confirm

User Name

Password

Password Confirm

How did you hear about us?

Choose One ▼

Password must be at least 8 characters. Must contain at least one letter & number. Cannot be based on your name, company name or user name.

### 2. Company Information

Company Name

Street Address

City

State

Zip

Organization Phone Number

Area

Format: ###-####

Time Zone

Eastern Time (US & Canada) ▼

Business ID Number

DUNS

FEIN

SSN

Next Step >

# Vendor Registration

Select Plan Your Information **Keywords** Classification Codes Complete

*\*Required fields*

## Primary Industry

\*Company primary industry: Administrative, Financial, and Management Services ▼

## Keywords

Keywords help us find bids that are the best match for your company.

**\*Required** Please enter at least 3 keywords that define your products/services. Then select relevant NIGP codes that classify your business.

MANAGEMENT CONSULT

[Add More Keywords](#)

## Suggested Keywords

As you enter keywords for your business in the section above, suggestions will appear here. Suggested words are based on words that other customers using your keywords have used. Check the boxes to add words to your list.

## Where do you do business?

☒ USA + Canada ☐ USA ☐ Massachusetts Only ☐ Specific States/Provinces

## Notifications

We will send your notifications by email by default. To manage your notification preferences, go to "My Account" upon login.

☐ Include BidSync Links PLUS™ Bids (Recommended)

« Previous Step **Next Step »**

4. Select your primary industry and at least three (3) keywords to describe your business products/services. Select where you do business and, optionally, uncheck the PLUS bids notifications. Click “Next Step.” Classification Codes page will appear.

# Vendor Registration

Select Plan Your Information Keywords **Classification Codes** Complete

\*Required fields

## Classification categories

\*In order to send you bid notifications you must select NGP codes. All codes selected are matched to bids that are released through our system. You may select up to 100 codes that apply to your business.

**NGP codes based on keyword search results**

These codes were matched only to the keywords that you entered.

- ☐ 400-46 Castings, Mold (permanent, Shell, Investment, Centrifugal, Ceramic, Graphite, Plaster, V-process)
- ☐ 015-39 Paper, Chemicals, and Supplies (for Coated or Treated Paper Type Copying Machines) (see 305-39 for Diazo Process Copy Machines)
- ☐ 918-31 Construction Consulting
- ☐ 966-60 Offset Printing, Large Production Runs (quan. Up To 100,000); 4 Color Process or Close Registration Required: Color Brochures, Maps, etc.
- ☐ 918-27 Community Development Consulting
- ☐ 918-28 Computer Hardware Consulting
- ☐ 305-40 Duplicators: Blue Print, Brown Print, Diazo Process, White Print, etc.
- ☐ 918-39 Elevator/escalator/moving Walks Consulting Services
- ☐ 918-18 Boiler Chemistry Consulting
- ☐ 015-55 Paper and Supplies (for Dual Spectrum Process Copying Machines) (see 305-39 for Diazo Process Copy Machines)
- ☐ 966-65 Offset Printing, Books, Perfect Bound (quan. Up To 10,000); 4 Color Process Acceptable: College Catalogues, Telephone Books, etc.
- ☐ 545-53 Ovens, Industrial Process and Heat Cleaning
- ☐ 206-28 Computer Systems, Process Control
- ☒ 918-30 Computer Network Consulting
- ☐ 939-21 Computers, Data Processing Equipment and Accessories (not Word Processing Equipment), Maintenance and Repair
- ☐ 050-85 Silk Screen Process Supplies
- ☒ 918-26 Communications: Public Relations Consulting
- ☐ 918-21 Business Consulting, Large
- ☐ 918-35 Disadvantage Business Enterprise (dbe) and Historically Underutilized Business (hub) Consulting Including Technical Assistance
- ☒ 918-20 Business Consulting, Small

[Select None](#)

[See codes that companies like yours selected](#)

Classification codes selected : 3

5. Based on the keywords submitted, a list of Classifications (Commodity Codes), will be displayed. Select at least one code. Click “Next Step.” Confirmation page will appear.

« Previous Step **Next Step »**

# Vendor Registration

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6. You have successfully registered for BidSync! You will receive an email notification and can immediately view bids. BidSync will process your registration in the next 1-2 business days. Once that is done, you will be able to place offers on bids. The next step is to log in and get familiar with Vendor Navigation.

**Thank you for registering with BidSync!**

You can now log in and view bid information. Please allow one business day for us to review and confirm your registration. You will have "read only" access and will not be able to place offers, ask questions, etc., until we have confirmed your account. If you need immediate assistance and would like to have your account confirmed immediately, please contact Bidsync Support at 800-990-9339. Thank you for joining and we hope you enjoy your experience with BidSync!

# Vendor Navigation

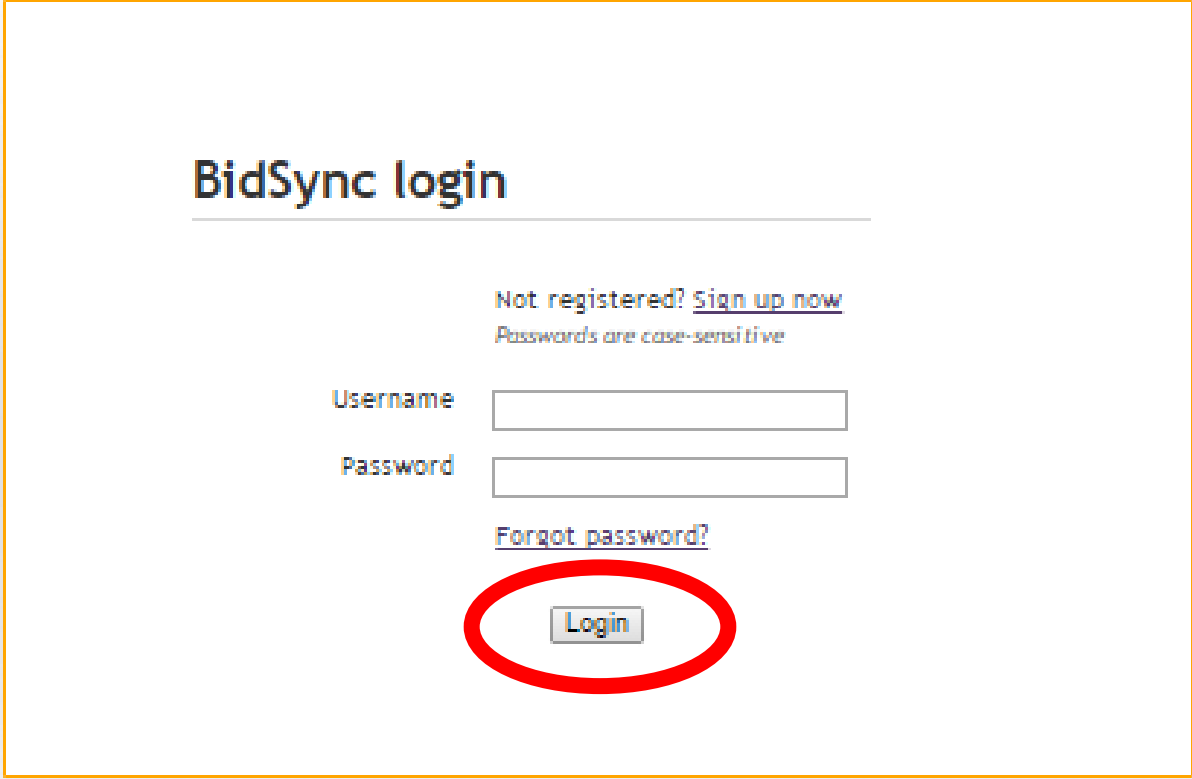
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# Vendor Navigation

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2. Log in using your email address and password. Click “Login.” Vendor homepage will appear.



**BidSync login**

Not registered? [Sign up now](#)  
*Passwords are case-sensitive*

Username

Password

[Forgot password?](#)

[Login](#)

# Vendor Navigation

3. The next few slides will take a closer look at “My Account”, “Admin”, “Search Bids” function, and “Support.” Click on “My Account.” My Account page will appear.

The screenshot displays the BidSync Links web application interface. At the top, a blue navigation bar contains links for Home, My account (highlighted with a red circle), Orders, Agency list, Admin, and Support. Below this bar, there are several expandable menu items: Alerts, My Subscriptions, Qualifications, Orders, and Invoices. The main content area is titled 'Search bids' and features a search bar with the placeholder text 'search by keyword, title or bid number (limit to 3 words)' and a 'Search' button. Below the search bar, there are radio buttons for 'Search using my settings' (selected) and 'Search all bids'. The 'Show results for:' section includes filters for 'Classifications' (My Classifications) and 'States' (My Regions, Alabama, Alaska, Alberta, American Samoa, Arizona, Arkansas). The 'Agency In-Network Bids' section shows a table of results for bid number 1503-021, titled 'Computers RFP', from the 'City of Detroit Office of Contracting and Procurement' in Michigan, with a bid end date of 21 days, 5 hrs. The 'Premium Bids (Requires BidSync subscription)' section is also visible, featuring a 'All product types' filter.

Bid number	Title	Agency	Location	Bid end	Tab
1503-021	Computers RFP	City of Detroit Office of Contracting and Procurement	Michigan	21 days, 5 hrs	

# Vendor Navigation

4. “My Account” page is where you can update general info, password, users for your account and other info such as classifications (also known as commodity codes) and qualifications. Click on “Qualifications.” The My Account editing page will appear with the Qualifications tab displayed.

The screenshot displays the 'My account' page on the BidSync platform. On the left, a sidebar contains links for 'Company profile', 'My user info', 'Admin', 'Invoice', 'Tools', and 'Messages'. The main content area is titled 'My account' and lists account details: Company name (CareTech Solutions, Inc.), Contact (Lisa Meade), Address (901 Wilshire Drive, Suite 100, Troy, MI 48064), Phone (248-823-0600), and Contact email (support@bidsync.com). A callout box on the right asks 'Need Help with your account setup?' and provides a support number. Below the account details, a section titled 'Help agencies find you.' encourages finishing the vendor profile. At the bottom, a navigation bar features icons and links for 'Company profile', 'My user info', 'Admin', 'Invoice', 'Tools', and 'Messages'. The 'Company profile' section is expanded, showing sub-links: 'General info', 'Business', 'Owners', 'Insurance', 'Notifications', 'Classifications', and 'Qualifications'. The 'Qualifications' link is highlighted with a red circle.

[Company profile](#)  
[My user info](#)  
[Admin](#)  
[Invoice](#)  
[Tools](#)  
[Messages](#)

**My account**

Company name: CareTech Solutions, Inc.  
Contact: Lisa Meade  
Address: 901 Wilshire Drive, Suite 100  
Troy, MI 48064  
Phone: 248-823-0600  
Contact email: support@bidsync.com

Need Help with your account setup?  
Call BidSync account support 800-990-9339

Help agencies find you.  
[Finish filling out your vendor profile](#)

**Company profile**  
[General info](#)  
[Business](#)  
[Owners](#)  
[Insurance](#)  
[Notifications](#)  
[Classifications](#)  
[Qualifications](#)

**My user info**  
[Change password](#)

**Admin**  
[Users](#)  
[Accts. payable](#)  
[Accts. receivable](#)  
[Supplier ads](#)  
[Subscriptions](#)  
[Credit cards](#)  
[Plan holder list](#)

**Invoice**  
[Summary of charges](#)  
[Itemized charges](#)

**Tools**  
[Training](#)  
[FAQ](#)

**Messages**  
[\(View your messages\)](#)



# Vendor Navigation

[Download company profile](#)

**Company profile is incomplete.**  
The information in your company profile is used to match agencies with vendors who meet their needs. Please finish filling out your profile on each of these tabs so agencies may find your company.

General Info   Business   Owners   Insurance   Notifications   Classifications   **Qualifications**

### Qualifications

Agency qualification lookup

\* Denotes agency that requires registration

Agency: Select agency ▼

My agencies

My qualifications

Agency	Status
<a href="#">City of Detroit Office of Contracting and Procurement</a>	Submitted

### Standard qualifications

Below are standard qualifications; select any that your company qualifies for.

- ☐ DBE - Disadvantaged Business Enterprise
- ☐ MBE - Minority Business Enterprise
- ☐ SB - Small Business
- ☐ WBE - Women Business Enterprise

[Save](#) [Reset](#)

5. Select “City of Detroit Office of Contracting and Procurement” from the drop down menu. Page will refresh to display Detroit in My agencies. Then click on “City of Detroit Office of Contracting and Procurement” to view qualifications and other forms for that agency. A pop up window will appear.

# Vendor Navigation

**Affidavits**

**REQUIRED AFFIDAVITS** Required Documents to do business with the City of Detroit

The following documents are required in order to do business with the City of Detroit.

☒ I comply with this qualification

**REQUIRED AFFIDAVITS Certifications**

**Required Documents**

Please fill out and upload each of the required documents below. These documents are required in order to do business with the City of Detroit.

**Slavery Affidavit** Please download, fill out, and upload the following document:  
Agency document for this certification: [Slavery Era Records and Insurance Disclosure Affidavit.docx](#) [Download](#)

**Human Rights Affidavit** Please download, fill out, and upload the following document:  
Agency document for this certification: [Human Rights Affidavit - Covenant of Equal Opportunity.docx](#) [Download](#)  
[Upload certification document](#)

**Hiring Compliance Affidavit** Please download, fill out, and upload the following document:  
Agency document for this certification: [Hiring Policy Compliance Affidavit.docx](#) [Download](#)  
[Upload certification document](#)

**Clearances**

**Detroit Business Certifications**

Please enter your password below and click Submit to send your response.

☒ I certify this info is true  
Username: detroitvendor?

Password:

6. Click any of the plus signs (+) to expand a section and view individual documents. For each document, check the “I comply” statement, download the document, fill it out and upload the document. When all relevant documents have been uploaded, check the “I certify” statement, enter your password, and click “Submit.” You will return to the My Accounts edit page.

# Vendor Navigation

7. Under the My Qualifications sub tab, you can view the status of your submitted paperwork. You can modify other business information, including which notifications you receive, using the other tabs in the My account edit page.

**Qualifications**

Agency qualification lookup

\* Denotes agency that requires registration

Agency:

**My agencies** **My qualifications**

Agency	Abbreviation	Qualification	Status
<a href="#">City of Detroit Office of Contracting and Procurement</a>	DBMB	Detroit Based Micro Business (2%)	Approved
<a href="#">City of Detroit Office of Contracting and Procurement</a>	DRB	Detroit Resident Business (Price Dependant)	Approved

**Standard qualifications**

Below are standard qualifications; select any that your company qualifies for.

- ☐ DBE - Disadvantaged Business Enterprise
- ☐ MBE - Minority Business Enterprise
- ☐ SB - Small Business
- ☐ WBE - Women Business Enterprise

# Vendor Navigation

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8. Below are additional notes pertaining to this topic. This completes your overview of “My account.” The next topic is “Admin.”

## Additional Notes on Affidavits, Clearances and Certifications

- Approval Status is maintained in BidSync. You will receive a notification when a clearance is near the expiration date.
- The actual document for each form can be downloaded by BidSync but is then held offline by you.
- When you place an offer, upload that document. The document, paired with the online approval status will satisfy the requirement for that affidavit, clearance or certification.

# Vendor Navigation

9. Click “Admin.” Admin page will appear. For business with the City of Detroit, you will primarily use the “My User Information” and “Users” functionality. The next slides overview each of those functions. “My User Information” will already be displayed.

The screenshot displays the 'Admin' section of a vendor portal. The top navigation bar includes links for Home, My Account, Search, Orders, Admin (highlighted with a red circle), CRM, and Agency List. A sidebar on the left lists various administrative functions: Users, Accts. Payable, Accts. Receivable, Manage Subscriptions, Manage Credit Cards, Purchased Planholder Lists, and Manage Print Vendors. The main content area is titled 'My User Information' and contains a form for editing user details. The form fields include Username (detroitvendor2), Email Address (support@bidsync.com), Email Preference (HTML selected), First Name (Lisa), Last Name (Mead), Job Title/Position (Sales), Phone Number (248-823-0600), Fax Number (248-823-0992), Cell Phone Number, and Alt. Phone Number. A dropdown menu on the right side of the form lists the same administrative functions as the sidebar.

My User Information	
Username	detroitvendor2 *
Email Address	support@bidsync.com *
Email Preference	<input checked="" type="radio"/> HTML <input type="radio"/> Text
First Name	Lisa * Middle Initial <input type="text"/>
Last Name	Mead *
Job Title/Position	Sales ▼
Phone Number	248-823-0600 * ext. <input type="text"/> example: 555-123-4567
Fax Number	248-823-0992 example: 555-123-4567
Cell Phone Number	<input type="text"/> example: 555-123-4567
Alt. Phone Number	<input type="text"/> example: 555-123-4567

- My User Information
- Users
- Accts. Payable
- Accts. Receivable
- Supplier Ads
- Subscriptions
- Credit Cards
- Planholder Lists

# Vendor Navigation

10. “My User Information” is where you can edit info specific to your user account. This is more specific than the business info discussed earlier. After changes are made, enter your password and click “Save.” The next section, Users, can be accessed by clicking “Users” on the far left.

The screenshot displays the 'My User Information' form. On the left sidebar, the 'Users' link is circled in red. The main form contains the following fields:

- Username:** detroitvendor2 \*
- Email Address:** support@bidsync.com \*
- Email Preference:** ☒ HTML ☐ Text
- First Name:** Lisa \* **Middle Initial:**
- Last Name:** Meade \*
- Job Title/Position:** Sales ▼
- Phone Number:** 248-823-0600 \* **ext:**  example: 555-123-4567
- Fax Number:** 248-823-0992 example: 555-123-4567
- Cell Phone Number:**  example: 555-123-4567
- Alt. Phone Number:**  example: 555-123-4567
- Address:** 901 Wilshire Drive, Suite 100 \*
- City:** Troy \* **State:** Michigan ▼
- Zip Code:** 48084 \*

At the bottom, there is a 'Save' section with a 'Username' field containing 'detroitvendor2' and a 'Password' field. The 'Save' button is circled in red, along with the 'Cancel' button.

# Vendor Navigation

11. This page will list all users linked to your business. As an admin, you can search, add, edit or delete users from this list. This ends the “Admin” overview. The next topic is “Bid Searches.” Click the “Home” tab. Vendor homepage will appear.

**Home** My Account Search Orders Admin CRM Agency List

**Users**

- [Accts. Payable](#)
- [Accts. Receivable](#)
- [Manage Subscriptions](#)
- [Manage Credit Cards](#)
- [Purchased Planholder Lists](#)
- [Manage Print Vendors](#)

**User Search**

Username

Email

First Name

Last Name

**Find**

Administrator - ★ Active - Suspended - Pending - **New User**

▼ Name	► Username	► Email	Status	Edit	Delete	Copy
Meade, Lisa	detroitvendor2	support@bidsync.com	★	<a href="#">Edit</a>	<a href="#">Delete</a>	

[Notifications](#) [Regions](#) [Agency Types](#) [NIGP Classifications](#) [UNSPSC Classifications](#) [CSI Classifications](#)

# Vendor Navigation

12. Click on any of the arrows in the top section of this page to get a quick reference of Alerts or Qualifications. In the bid search section, bids can be searched for by keyword, number or filters (classifications, states, distance, or date). The next slide shows an example of a bid search.

The screenshot displays the BidSync Links website interface. At the top, there are navigation buttons: Alerts, My Subscriptions, Qualifications, Orders, and Invoices. Below these is a 'Search bids' section with a search bar labeled 'search by keyword, title or bid number (limit to 3 words)' and an orange 'Search' button. Below the search bar are radio buttons for 'Search using my settings' (selected) and 'Search all bids'. To the left of the search results is a sidebar with 'Show results for:' and filters for 'Classifications' (My Classifications), 'States', 'Distance', and 'Date/Expiration'. The main content area is titled 'Agency In-Network Bids' and features the BidSync Links logo. Below the title is a tabbed interface with tabs: '(1) Links bids' (selected), Addendums, Changes, My bids, About to end, and Invited bids. Under the 'Links bids' tab, there is a section 'BidSync Links™: These bids are posted by BidSync Agency Members. Many of them are free!' followed by a table of bids.

Bid number	Title	Agency	Location	Bid end	Tab
1503-021	Computers RFP	City of Detroit Office of Contracting and Procurement	Michigan	21 days, 4 hrs	

Results per page: 10



# Vendor Navigation

13. BidSync automatically filters for “My Settings.” This can be manually changed if you would like to expand your search to “Search all Bids” . A bid number, or up to three keywords, can be entered in the search box to further narrow the search. Results will populate in “Agency In-Network Bids” box. Detroit does not currently use the “Premium Bids” function.

The screenshot displays the BidSync website interface. At the top, there is a search bar with a "Search" button. Below the search bar, two radio buttons are visible: "Search using my settings" (selected) and "Search all bids". A red circle highlights these radio buttons. Below the radio buttons, there are sections for "Classifications" and "States". The "States" section includes a list of states with checkboxes: "My Regions" (checked), "Alabama", "Alaska", "Alberta", "American Samoa", "Arizona", and "Arkansas". Below the states list, there are buttons for "Distance" and "Date/Expiration". The main content area is titled "Agency In-Network Bids" and features a "BID SYNC LINKS" logo. Below the title, there are tabs for "(1) Links bids", "Addendums", "Changes", "My bids", "About to end", and "Invited bids". The "Links bids" tab is active, showing a table of bids. The table has columns for "Bid number", "Title", "Agency", "Location", "Bid end", and "Tab". The first row shows a bid number "1503-021", a title "Computers RFP", an agency "City of Detroit Office of Contracting and Procurement", a location "Michigan", and a bid end date "21 days, 4 hrs". Below the table, there are pagination controls and a "Results per page" dropdown set to "10". At the bottom, there is a section for "Premium Bids (Requires BidSync subscription)" with a "BID SYNC LINKS PLUS" logo and a "Leave Feedback" button.

Computer

Search

☒ Search using my settings ☐ Search all bids

Show results for :

Classifications

My Classifications

Edit my classification codes

States

☒ My Regions

☐ Alabama

☐ Alaska

☐ Alberta

☐ American Samoa

☐ Arizona

☐ Arkansas

Select all | Clear all

Distance

Date/Expiration

Agency In-Network Bids

BID SYNC LINKS

(1) Links bids Addendums Changes My bids About to end Invited bids

Bids with offers

BidSync Links™: These bids are posted by BidSync Agency Members. Many of them are free!

Bid number	Title	Agency	Location	Bid end	Tab
1503-021	Computers RFP	City of Detroit Office of Contracting and Procurement	Michigan	21 days, 4 hrs	

Results per page: 10

Premium Bids (Requires BidSync subscription)

BID SYNC LINKS PLUS

Leave Feedback

# Vendor Navigation

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14. This ends the overview of the “Bid Search” function. The final vendor navigation topic is “Support” which can be accessed by clicking “Support” in your toolbar. Support Center page will appear.



# Vendor Navigation

15. From this page, you can “Submit A Request”, “Check Existing Requests”, or use “Navigate To” to go back to your BidSync home page. You can also contact BidSync directly by phone or email. Click “Solutions Center” to search frequently asked questions. Solutions Center page will appear.



## Contact Us

Email or Call  
1-801-765-9245  
1-800-990-9339 Toll Free  
[support@bidsync.com](mailto:support@bidsync.com)

BidSync  
629 E 700 S, STE 101  
American Fork, UT 84003

HOME

**SOLUTIONS CENTER**

SUBMIT A REQUEST

CHECK EXISTING REQUESTS

NAVIGATE TO

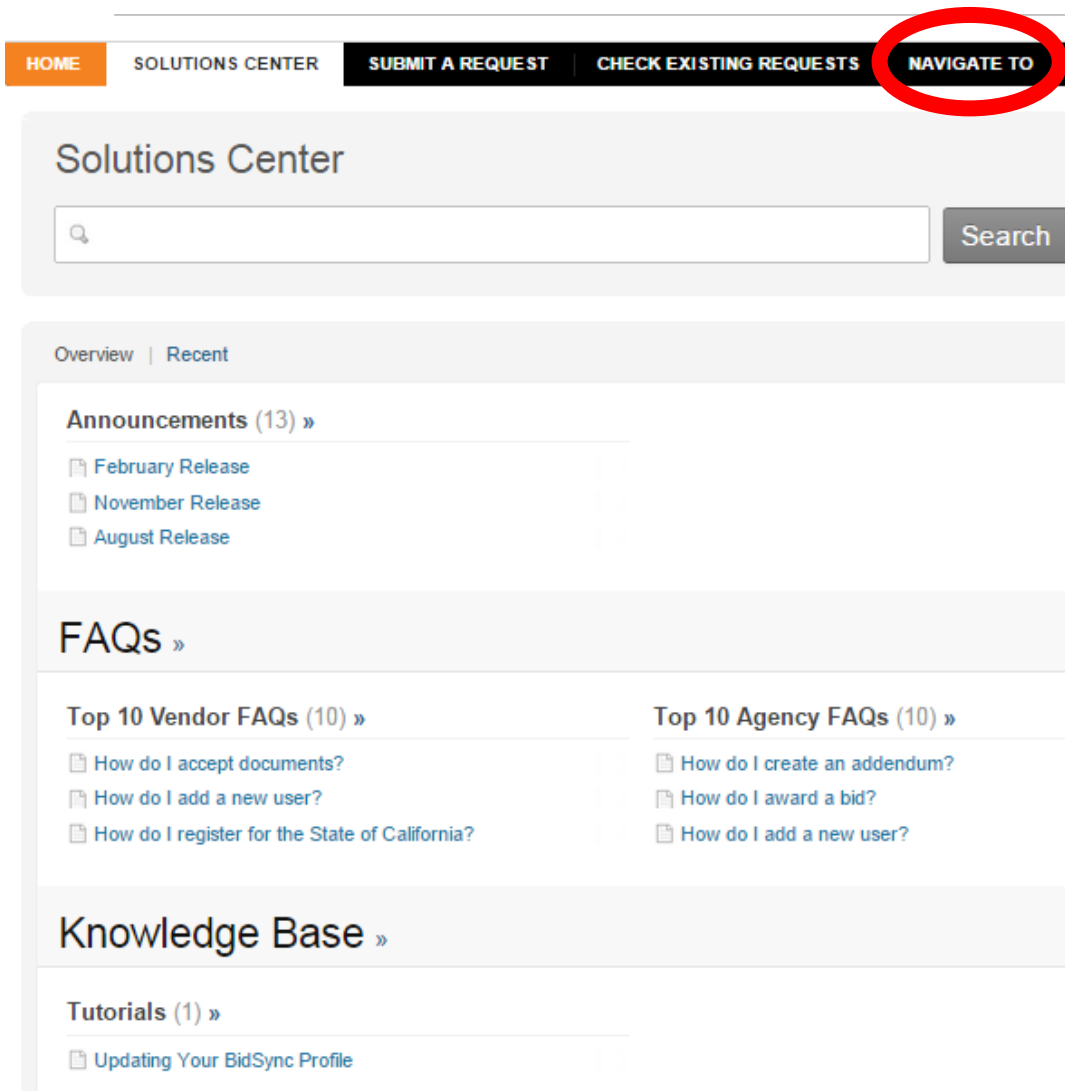
Stay updated with announcements, and get answers in the Solutions Center from the FAQ's and our Knowledge Base. You can also submit a request or send us an email at [support@bidsync.com](mailto:support@bidsync.com).

To access the Knowledge Base and training materials, please [log in](#).

## BidSync Customer Solutions

**February Release**

# Vendor Navigation



16. Search through common FAQs, system updates, tutorials in the Knowledge Base, or enter keywords to search for a solution. When done, click “Navigate to” to return to your homepage. This is the end of the “Support” topic overview and Vendor Navigation overview.

# Placing an Offer

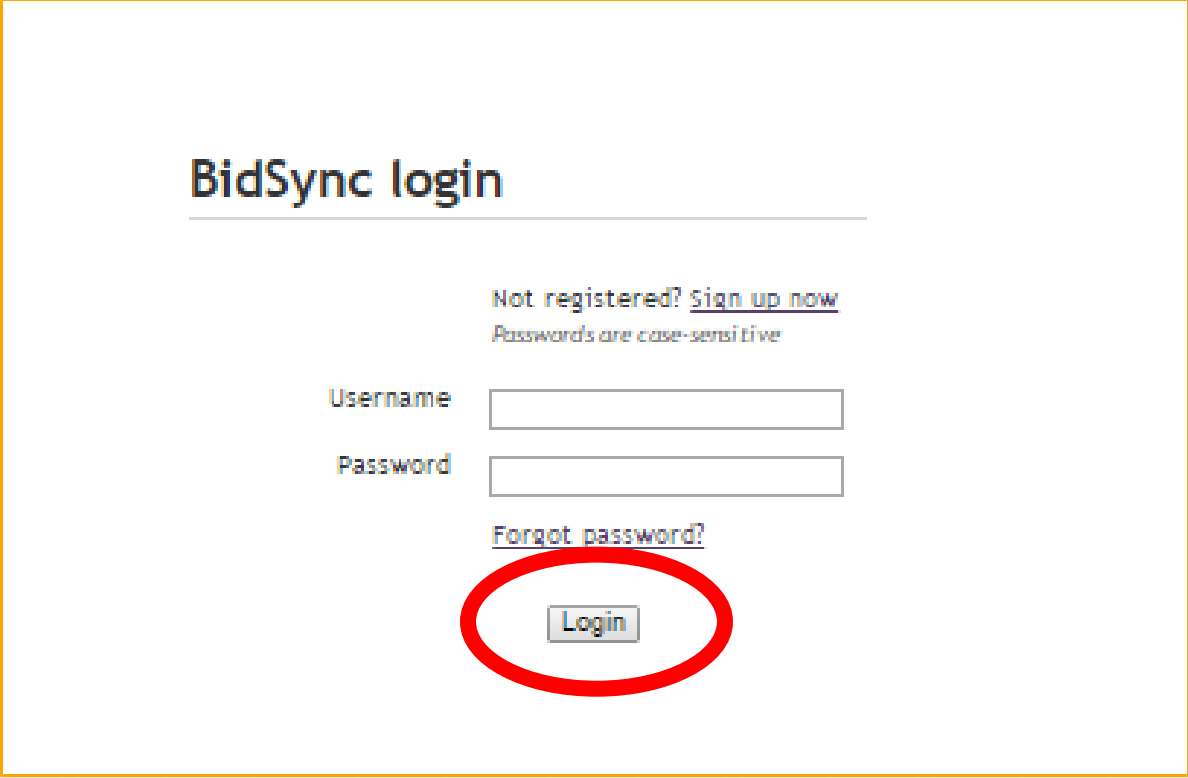
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# Placing an Offer

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2. Log in using your email address and password. Click “Login.” Vendor homepage will appear.



**BidSync login**

Not registered? [Sign up now](#)  
*Passwords are case-sensitive*

Username

Password

[Forgot password?](#)

[Login](#)

# Placing an Offer

3. Click on the title of the bid you would like to view. Bid Overview page will appear.

The screenshot shows the BidSync Links website interface. At the top is a navigation bar with links: Home, My account, Orders, Agency list, Admin, and Support. Below this are several buttons: Alerts, My Subscriptions, Qualifications, Orders, and Invoices. A search bar is present with the text '15JS082' and a 'Search' button. Below the search bar, there are radio buttons for 'Search using my settings' and 'Search all bids'. A section titled 'Show results for:' includes a 'Classifications' dropdown menu set to 'NIGP'. A list of classification categories is shown on the left, including Administrative, Financial, Agricultural Equipment, Arts, Crafts, Entertainment, Automotive Products, Vehicle, Building Equipment, Supply, and Clothing, Textiles, Laundry. The main content area is titled 'Agency In-Network Bids' and features a 'Bidsync Links' logo. Below the title is a row of tabs: (1) Links bids, Addendums, Changes, My bids, About to end, and Invited bids. A section titled 'Bids with offers' is highlighted. Below this, a message states: 'Bidsync Links™: These bids are posted by Bidsync Agency Members. Many of them are free!'. A table of bids is displayed with columns: Bid number, Agency, Location, Bid end, and Tab. The first row shows bid number 15JS082, titled 'Public Works Maintenance' (circled in red), from the City of Detroit Office of Contracting and Procurement, located in Michigan, with a bid end of 31 days, 1 hr. The table also includes a 'Results per page' dropdown set to 10.

Bid number	Agency	Location	Bid end	Tab
15JS082	Public Works Maintenance RFP	City of Detroit Office of Contracting and Procurement	Michigan	31 days, 1 hr

# Placing an Offer

## Bid #15JS082 - Public Works Maintenance

City of Detroit Office of Contracting and Procurement, MI

Time left: 31 days, 1 hr

Bid started: Mar 12, 2015 1:33:36 PM EDT

Bid ends: Apr 12, 2015 2:45:00 PM EDT




Notifications are OFF



With notifications turned off you will not be notified of the following information for this bid: Addendums, Q&A, and Pre-bid conferences

[Notify me about this bid](#)

Vendors must possess the following qualifications before they can participate in this bid: **REQUIRED AFFIDAVITS** [View required qualifications](#)

Details	Documents	Line Items	Q&A	Vendor ads	Planholder's list
<b>Bid #15JS082 - Public Works Maintenance</b> 					
Time started: Mar 12, 2015 1:33:36 PM EDT					
Bid contact: <a href="#">See contact information</a>					
Issuing agency: City of Detroit Office of Contracting and Procurement, MI <a href="#">See other bids by this agency</a>					
Description: Test line item					
Classification codes: <a href="#">View classification codes</a>					
Contract duration: 90 days					
Contract renewal: Not Applicable					
Prices good for: 30 days					
Regions: <a href="#">View regions</a>					
<a href="#">Vendor viewed report</a>					

Fill out the qualifications for this agency: [Click here](#)

5. Bid Overview page displays information specific to this bid. Bid Packet can be downloaded, and requirements to be competitive for this bid. If you decide to place an offer, the next step is to view and accept required affidavits. To proceed, click “View required qualifications.” Note that, prior to submission, this is displayed in red. Pop up window will appear.



# Placing an Offer

4. Click on each plus sign (+) to display Required Affidavits details. Download each of the affidavits to fill out. Once file out, click upload to submit each affidavit. Check the I comply statement box, the I certify box. Type in your password and click Submit. You will be returned to the bid overview page.

The screenshot shows a web interface for 'REQUIRED AFFIDAVITS'. At the top, a blue header contains a plus sign (+) in a red circle. Below it, a grey bar reads 'REQUIRED AFFIDAVITS Required Documents to do business with the City of Detroit'. A message states: 'Below documents are required in order to do business with the City of Detroit.' Below this is a checkbox labeled 'I comply with this qualification' in a red circle. The main section is titled 'REQUIRED AFFIDAVITS Certifications' and contains a table of required documents. The first row is for the 'Slavery Affidavit', with a 'Download' link circled in red. The second row is for the 'Human Rights Affidavit', with an 'Upload certification document' link circled in red. The third row is for the 'Hiring Compliance Affidavit', with a 'Download' link circled in red. Below the table, there is a section for certification. It starts with 'Please enter your password below and click Submit to send your response.' followed by a checkbox labeled 'I certify this info is true' in a red circle. Below this is a text field for 'Username: detroitvendor3' and a password field. At the bottom, there are three buttons: 'Submit' (circled in red), 'Reset', and 'Cancel'.

Required Documents	
Slavery Affidavit	Please download, fill out, and upload the following document: Agency document for this certification: <a href="#">Slavery Era Records and Insurance Disclosure Affidavit.docx</a> <a href="#">Download</a> <a href="#">Upload certification document</a>
Human Rights Affidavit	Please download, fill out, and upload the following document: Agency document for this certification: <a href="#">Human Rights Affidavit - Covenant of Equal Opportunity.docx</a> <a href="#">Download</a> <a href="#">Upload certification document</a>
Hiring Compliance Affidavit	Please download, fill out, and upload the following document: Agency document for this certification: <a href="#">Hiring Policy Compliance Affidavit.docx</a> <a href="#">Download</a> <a href="#">Upload certification document</a>

Please enter your password below and click Submit to send your response.

☐ I certify this info is true

Username: detroitvendor3

Password:

[Submit](#) [Reset](#) [Cancel](#)

# Placing an Offer

Vendors must possess the following qualifications before they can participate in this bid: REQUIRED AFFIDAVITS [View required qualifications](#)

**Bid #15JS082 - Public Works Maintenance**

You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on [download]. Click on download only if you want to save the document to your computer and/or print it out.

When working with a document from this section, be sure to save your work at least every 30 minutes to avoid losing any data that you have entered.

Select the documents you want to view:

<input checked="" type="checkbox"/>	<a href="#">Corporate Acknowledgement</a>	<a href="#">[download]</a>	Pending acceptance
<input type="checkbox"/>	<a href="#">DOT Special Contract for the City of Detroit (steel iron manufactured products)</a>	<a href="#">[download]</a>	Pending acceptance

[Select all](#) [Deselect all](#)

[Generate zip file](#) [Send to Print Vendor](#)

To generate a zip file, select the document(s) you want from the list above and click "Generate zip file"

To send documents to a Print Vendor, select the document(s) you want from the list above and click "Send to Print Vendor"

Fill out the qualifications for this agency. [Click here](#)

[Place offer](#) [Place "No bid"](#)

## To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username: [detroitvendor3](#)



Password:

[Save](#) [Take Exception](#) [Close](#)

5. Click on “Documents” tab. Required documents will be displayed with a [pending acceptance] status. To accept each document, click on the **document title** to view the interactive web form. Fill out the appropriate fields, enter your password, and click the appropriate button – for most vendors this is “Save.” If you believe this document does not apply to you, click “Take Exception.” The page will refresh showing an [accepted] status for that document.

# Placing an Offer

Vendors must possess the following qualifications before they can participate in this bid: REQUIRED AFFIDAVITS [View required qualifications](#)

**Bid #15JS082 - Public Works Maintenance**  

You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on [download]. Click on download only if you want to save the document to your computer and/or print it out.

When working with a document from this section, be sure to save your work at least every 30 minutes to avoid losing any data that you have entered.

Select the documents you want to view:

<input type="checkbox"/>	<a href="#">Corporate Acknowledgement</a>	<a href="#">download</a>	Accepted
<input type="checkbox"/>	<a href="#">DOT Special Conditions - FORM C1 Buy America (steel Iron manufactured products)</a>	<a href="#">download</a>	Accepted

[Select all](#) [Deselect all](#)

[Generate zip file](#) [Send to Print Vendor](#)

To generate a zip file, select the document(s) you want from the list above and click "Generate zip file"

To send document(s) to a Print Vendor, select the document(s) you want from the list above and click "Send to Print Vendor"

Fill out the qualifications for this agency. [Click here](#)

[Place offer](#)

[Place "No bid"](#)

6. Once all documents have been accepted, click Place Offer. Place Offer page will appear.

# Place an Offer

7. Enter a quantity price or a total price. BidSync will calculate whichever price field you do not fill based on the unit quantity requested by the City. (Ex. Vendor enters \$8,000 per unit and Detroit requests 10 units; total price will auto populate with \$80,000). You can enter additional information in the comments section and you can upload documents related to your offer by clicking Attach Document. These documents may include explanation of scope, fee schedule, references, etc. When ready, click "Submit." Confirmation page will appear. You have successfully placed an offer.

The screenshot shows the 'Offer' form in BidSync. The form is titled 'Offer' and includes the following sections:

- Product Code:** A text input field with '(optional)' next to it.
- Notes for Buyer:** A large text area for additional information.
- Pricing Section:** A table with three columns: 'Unit Price', 'Qty/Unit', and 'Total Price'. The 'Qty/Unit' column shows '9 / each'. The 'Unit Price' and 'Total Price' columns have input fields. A red circle highlights this section.
- Attachments:** A link labeled 'Upload Attachment'.
- Buttons:** 'Alternate Offer' and 'Remove' buttons are located below the pricing section.
- Grand Total Price:** A label and a text area showing 'Grand Total Price: \$0.00'.
- Bid Notes:** A label and a text area with the instruction 'These notes apply to the bid as a whole.'
- Submit Button:** A blue 'Submit' button and a grey 'Cancel' button are at the bottom. A red circle highlights the 'Submit' button.

# Vendor Notification

1. You may receive notifications for several topics while the bid is still open. You will receive an email notification when you submit your offer. You will also receive email notifications relating to any addendums, pre-bid conferences, and Q&As. The next slide explains the notifications you will receive once a bid has closed.

Vendor Services,

City of Detroit, MI has issued an addendum for Bid #RFP-00152 - Development at the Adrienne Arsht Metromover Station and Omni Bus Terminal. Please make sure you review all of the changes listed below. If any addenda are released after you have submitted an offer, you must reconfirm your offer in order to acknowledge the addenda.

ADDENDUM #2 - CHANGES MADE ON JAN 30, 2015 3:16:32 PM EST			
Previous Title	Joint Development at teh Omni Bus Terminal with Access to Adjacent Metromover St	New Title	Joint Development at the Omni Bus Terminal with Access to Adjacent Metromover St
Description/Bid Comments	(Information was added)		

Click on the link below or enter the link information into your web browser address bar to view the bid.

<http://www.bidsync.com/DPX?ac=view&auc=1968734>

If you have any questions on this bid please contact the soliciting agency. For questions on using the system to respond to the bid please contact customer support at:

800-990-9339

801-765-9245

[vendorsupport@bidsync.com](mailto:vendorsupport@bidsync.com)

BidSync

[www.bidsync.com](http://www.bidsync.com)

# Vendor Notification

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2. After a bid closes, you will receive an email notification that the bid has entered the evaluation process. Once the evaluation has been completed and an award decision has been made, the successful vendor will receive an award letter. Vendors who were not awarded will receive a notification that the award decision has been made.

Josh Hunsaker,

City of Detroit, MI has made the Bid Tabulation report available online for Bid #1409-001 - Construction of New Building

Please click on the link below to view the bid.

[Bid #1409-001 - Construction of New Building](#)

Do not forward this email without consent from the original sender.

If you have any questions about this bid, please contact the soliciting agency. For questions on using the system to respond to a bid, please contact customer support at:

800-990-9339

801-765-9245

[vendorsupport@bidsync.com](mailto:vendorsupport@bidsync.com)

To change your notification options, please do the following:

1. Login to BidSync's system.
2. Click on the "Tools" tab at the top.
3. On the "Your Info" page, click on the "Notifications" link at the bottom.
4. Edit your notifications and then click on the "Save" button.

# Questions?

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# Contacts

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Lena Willis  
Deputy Director  
Office of Contracting and Procurement  
[willisle@detroitmi.gov](mailto:willisle@detroitmi.gov)

**Please email the transformation team at:**  
**[rebuildingprocurement@detroitmi.gov](mailto:rebuildingprocurement@detroitmi.gov) with questions.**